



“Emergency Action Procedures”

Emergencies and disasters are unpredictable and strike without warning. You must learn (and remember) your escape routes from every area that you work. Failure to prepare for an emergency evacuation of your building could result in a serious injury or even death.



EMERGENCY EVACUATION PROCEDURES

- ▶ Employees must immediately call 9-1-1 to report fires and other emergencies, then contact the building supervisor and security. Supervisors (when safe) must inform the branch office or operation's manager of the situation.
- ▶ Evacuate using your emergency escape routes. Stay calm and do not rush into an overcrowded hallway or stairway, you could end up stuck or trampled upon. Utilize an alternative route if your path is blocked or is too dangerous.
- ▶ Follow the appropriate evacuation procedures depending upon the type of emergency that you are facing (*see below*).
- ▶ To account for all employees following an evacuation, meet at the predesignated staging area in or near the lobby. Be aware of possible falling debris outside after an evacuation. If you get separated from your coworkers outside the building, call the branch office (ASAP) and let them know your whereabouts and how you can be contacted.

BUILDING ALARM OR VOICE EVACUATION SYSTEMS

- ▶ When the building alarm system sounds, evacuate the building. Do not wait to gather personal items or to finish job responsibilities. Learn what sounds the alarm makes so you are familiar with the emergency evacuation warnings.
- ▶ If the building has a voice evacuation system that is activated, listen carefully to the instructions. If you do not comprehend the message or language, seek help from a dependable coworker or tenant.

TYPES OF POTENTIAL EMERGENCIES

- ▶ **Fire or Explosion.** Follow the building fire alarm procedures to evacuate in the case of a fire. Do not use elevators unless instructed to do so by emergency personnel; use the stairways, emergency exits or fire escapes instead.
 - Immediately proceed to a safe area away from the fire. Call 9-1-1 and pull the fire alarm (if equipped).
 - Feel doors for heat before opening them. Do not open a door if it feels hot because flames could engulf you if opened. Close doors behind you to slow the spread of fire and to keep a fire contained to a smaller area.
 - If smoke is present, stay low or crawl on the ground. The clearest and best air is near the floor.
 - Fire extinguishers are designed for small fires in contained areas for people who have read the instructions earlier. Pull the pin, aim at the base of the fire, then squeeze the handle and sweep side to side.
 - Fire extinguishers are not designed for large fires growing out of control or people who are unfamiliar with directions. Never fight a fire without an escape route or if there is too much smoke.
- ▶ **Chemical Leak (or any airborne toxin).** If it is inside the building, evacuate the building quickly to get fresh air.
- ▶ **Potential Workplace Violence.** If someone is threatening you or a coworker with violence at work, try to call the police (9-1-1) as soon as possible. Evacuate the building or hide in a safe place whenever you have an opportunity.
 - Do remain calm, courteous and show respect for the other person, even if you do not agree with him.
 - Do not argue, raise your voice or respond with a threat of your own (do not make the person angry).
- ▶ **Power Outage.** Look for EXIT signs and use the stairways to get to the lobby area, then wait for further instructions.
- ▶ **Tornado or Severe Weather.** If underground shelter is not immediately available, go to an interior small room or hallway that is away from windows and outside walls. Crawl under a sturdy table or desk to avoid flying debris.

TERRORIST ACTIVITIES

- ▶ Terrorist will most likely strike during busy daytime hours when the optimal amounts of people are present. High profile buildings or other important facilities are the most likely targets. Planning of an attack may occur at any time, so keep an eye out for suspicious activities (even late at night). Call the police at any time you suspect terrorism.
- ▶ We do not know what the next attack may be like, but it could include chemical or biological poisons. If an attack occurs outside, it may safer to stay inside your building. Make sure that someone shuts off the HVAC (ventilation) systems. Wait for the proper authorities to inform you when it is necessary for you to leave your building.
- ▶ Be prepared for meeting your personal needs after a disaster. Have a plan made with your family members on how you will communicate with each other and provide food, water, medicine and shelter if a disaster strikes.
- ▶ Although the likelihood of additional terrorist attacks against our country remains high, the odds of it directly affecting you are low. Do not let the fear of terrorism control your life.

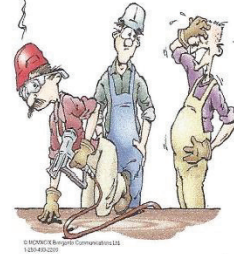




“Accident Prevention”

Accidents cause injuries, damage to property, and loss of industrial operations. They can result in pain, inability to continue work, stress, and interruption of business. Although it is easy to develop an “accidents happen” attitude and accept their inevitability, the fact is that all accidents are preventable. It is up to you to take the responsibility of accident prevention seriously while you are at work, not only for your safety and the safety of your co-workers, but also for the benefit of your families.

Management is responsible for preventing accidents and eliminating overall company costs. They must also make sure that employees understand how to look for potential hazards so they can take the proper steps to avoid accidents. Employees are responsible for understanding what unsafe work behaviors are and the impact accidents have on their lives.



ALL ACCIDENTS HAVE TWO THINGS IN COMMON

1. They can be prevented, and

*Think about what your
life would be like if an accident
occurred that:*

2. When they happen, they change people's lives forever.

- Left you without sight in one or both of your eyes ...
- Damaged your hands or arms and left you unable to use them ...
- Destroyed your ability to hear ...
- Took away your ability to walk ...
- Took away your ability to drive ...
- Took away your ability to work ...

THE FOLLOWING ARE COMMON EXAMPLES OF UNSAFE WORK BEHAVIORS THAT CAN LEAD TO ACCIDENTS:

- Using tools or equipment that you are not trained or authorized to operate.
- Using defective tools or equipment.
- Working in areas or spaces that you are not trained or authorized to enter.
- Operating tools or equipment at unsafe speeds.
- Not keeping your work area(s) clean and orderly.
- Shortcutting safety procedures to save time.
- Removing or bypassing safety devices.
- Failing to use lockout / tagout devices while servicing powered equipment.
- Riding in or on vehicles that don't have a passenger seat or compartment.
- Driving vehicles faster than the posted speed limit, or at a speed that is unsafe for the conditions present.
- Indulging in horseplay.
- Not wearing personal protective equipment where it is required.

CONTACT YOUR SUPERVISOR WHEN YOU OBSERVE THE FOLLOWING:

- Defective doors, floors, carpeting, electrical outlets, etc. that could cause an injury.
- Defective equipment or work materials.
- Unsafe work practices by co-workers.
- Unavailability of required safety devices.
- Lack of adequate warning signs.
- Potential fire or explosion hazards.
- Blocked fire extinguisher, alarm stations or emergency exits.
- Hazardous arrangement of work and storage areas.
- Inadequate lighting or intense noise.
- Slip, trip and fall hazards.



“Using Ladders in the Workplace”

Ladder mishaps may occur when employees (1) use ladders improperly, (2) use ladders that are in poor condition, (3) and use the wrong ladder(s) for the job. An injury from falling off a ladder will most likely be more severe than a fall at the same level. Therefore, it is important to understand and practice safety on and around ladders.

Management is responsible for training employees basic ladder safety. Employees are responsible for understanding (1) how to use ladders properly, (2) how to inspect ladders to ensure that they are safe to use prior to set-up, and (3) how to select the proper ladder(s) for the job(s) they are performing.

SELECT THE RIGHT LADDER FOR THE JOB

- Choose a ladder that is stable and the correct height to reach the work.
- Never use metal ladders (or wood ladders with side-rail metal reinforcement wires) near exposed energized electric wires.
- Do not use ladders that have been painted (a clear protective coating is OK).

INSPECT LADDERS BEFORE EACH USE

- Check that the ladder rungs and steps are free of grease and oil.
- Make sure the manufacturer's UL and OSHA labels are attached and legible.
- Make sure that wood frames are unpainted (a clear protective coating is OK).
- Check for broken or missing steps, rungs or cleats, and broken side rails.
- Check that non-slip safety feet are present and in good condition.
- Be certain that step ladder spreaders are locked in place.
- Defective ladders must immediately be removed from service and tagged “Dangerous Do Not Use”.

ACE, CLIMB AND WORK ON YOUR LADDER SAFELY

- Never place a ladder on an object to obtain additional height.
- When portable rung ladders are used to gain access to elevated platforms, roofs, etc., the ladder must extend three (3) feet above the surface.
- Follow the 4-to-1 rule: ladders should be 1 (one) foot from the wall for every 4 (four) feet of ladder height.
- Anticipate hazards created while using a ladder in a traffic area.
- Ascend and descend ladders cautiously, facing the ladder and using both hands to hold the side rails.
- Carry tools in a tool belt or raise and lower them with a hand line.
- Ladders should not be used by more than one person at a time.
- Tops of step ladders must never be used as steps.

AVOID THESE DANGEROUS WORK PRACTICES

- Placing ladders on unstable surfaces.
- Reaching too far beyond the sides of the ladder.
- Standing too high on the ladder.
- Using ladders that are not secured or braced.
- Using defective or broken ladders.
- Hand carrying loads while ascending or descending a ladder.
- Using metal or other conductive ladders near energized electrical wires.
- Using ladders in windy or rainy conditions.

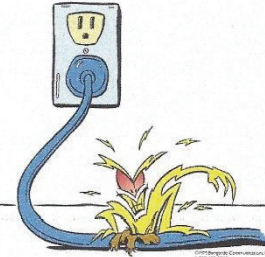




“The Power of Electricity”

We use electricity on a daily basis at work, yet many of us are unaware of its potential for incidents and injuries. Electrical hazards can result in electric shock or burns. They can also cause fires. Serious injury and death can be the result.

To understand electrical hazards, you have to understand a little of how electricity works. **Electricity is always trying to find its way to the ground.** When electricity flows, it takes the path of least resistance. It may encounter a material which resists electricity, known as an **insulator**. Examples of insulating materials are rubber, glass and some plastics.



Or the electricity may encounter a material with a low resistance, known as a **conductor**. The materials used to make wires and other electrical connectors are good conductors. Moisture also conducts electricity well. Unfortunately, the human body is also a good conductor of electrical current.

When you touch a live electrical component, you can provide the electricity with an easy route to the ground. This is especially true if your hands are moist, or if you are touching something metal which is touching the ground - such as a metal ladder, another wire or plumbing.

When the electricity passes through your body, you receive an electrical shock. If you are extremely lucky it could be a mild shock which serves to remind you that you have just done something dangerous. But you might not be warned by a close call. Under certain conditions, even a small flow of electrical current can cause heart failure, brain damage or severe internal burns leading to death.

It is important to understand that the effects of an electrical shock may not be immediately apparent. If you experience an electrical shock at work or at home, have yourself checked out by medical personnel.

The other hazard of electricity is that of **fire**. When electricity passes through certain materials, it heats them - sometimes to the point of ignition. This is how electrical fires occur.

Electrical current can cause other kinds of incidents and injuries too. **You can be burned by electrical flashes.** You can receive injuries when electrically-powered equipment starts unexpectedly. And you can be **injured from falls** if you lose your balance when you receive an electrical shock.

HERE ARE SOME GUIDELINES FOR AVOIDING ELECTRICAL HAZARDS

- **Electrical equipment must be installed correctly**, according to the manufacturer's instructions.
- **Check equipment regularly** to make sure it is working properly. Look for signs of wear and malfunction.
- **Make regular checks of wiring and connections** to see they are free of wear and damage and they are not overloaded.
- **Make sure all equipment is clean.** Check for oil and dust which can cause overheating and fire hazards.
- **Use a Ground Fault Circuit Interrupter (GFCI)** when using a power tool outdoors or in other moist work environments. This device shuts off the electrical circuit if it detects a leak.
- **Cords, cables, outlets and other connectors must be in good condition.** Keep them out of traffic areas where they can become worn and damaged. Extension cords are for temporary use only; they are not meant to replace permanent wiring.
- **Avoid overloading circuits.** If a circuit breaker trips, find out what the problem is. Never prop a circuit breaker in the "on" position.

